

## **Squadron Position Policy**

### **CAP AIRCRAFT AND VEHICLE USAGE**

#### **SQUADRON POLICY IN ADDITION TO NATIONAL AND WING POLICIES**

- Only active senior members, cadets, AFROTC members, and other authorized personnel by Wing or National HQ are allowed to board or use CAP aircraft or vehicles
- Aircraft or vehicles, and all items kept in or are a part of the unit that is checked out, are the responsibility of the member checking out the unit
- Any damage to the unit, or items in or attached to the unit, must be reported immediately upon discovery or incident to the personnel identified in the unit's log book and the Squadron Commander
- Aircraft or vehicles must be returned in a mission ready status. This includes the following:
  - Unit must be kept clean both inside and out at all times as reasonable as the unit represents CAP
  - Log entries must be completed noting inspections, defects and signed by user daily upon completion of activities for the day
  - All members who use unit will be asked to assist in cleaning activities immediately upon completion of use for any single event
  - Unit must be filled with fuel before returning to home base and never be allowed to fall below  $\frac{1}{4}$  of a tank during a mission or trip
  - All items kept in the unit, including maps and any other items, will be returned in satisfactory condition, or must be replaced by user if any item is missing or damaged
  - Unit must be returned to the designated home base location of the unit within 1 hour of completion of mission or activity in a mission ready status
  - If the activity involves a vehicle assigned to KS-034, and terminates between 2200 hours and 0800 hours, the vehicle must still be returned to the home base location, and the user who checked out the vehicle must have it cleaned, inside and out, within 12 hours after the vehicle is returned to its home base regardless of weather conditions
  - The Unit Commander, or Logistics Officer, or Maintenance Officer, or Transportation Officer, must inspect a CAP vehicle upon return to its home base, verify full fuel tank(s), that items used in the unit are in the proper location, accounted for, and in good condition, and all cleaning requirements have been met
  - It is the responsibility of the member using unit to submit all receipts for funds expended in the time frame specified by the Wing Finance Manager for reimbursement
- Exceptions to any of the above requirements must be approved by the Unit Commander, or Wing Commander, or Wing Transportation Officer and noted the unit's log book
- Failure to return an aircraft or vehicle in mission ready status as listed above within the allotted time or condition may include any one or more of the following actions:
  - Replacement or restitution of missing or damaged items
  - Permanently revoking aircraft certification or CAP driver license
  - Suspension of membership
  - Permanent ban of membership in CAP